



EXTERNAL ADVERT NO. 5 of 2025

Mountains of the Moon University (MMU) is a Public University established under Statutory Instrument Number 2 of 2022, hence a body Corporate with perpetual succession and a Common Seal. MMU strives to become an academic Centre of excellence, by recruiting high caliber staff. MMU therefore invites applications from suitably qualified and skilled Ugandans for the following positions: -

POSITION	SALARY SCALE	REFERENCE NO.	VACANCIES
ACADEMIC			
Senior Lecturer (Political Science)	PU5	EXT AD/APP/05/01/25	01
Lecturer (Educational Technology)	PU6.1	EXT AD/APP/05/02/25	01
Lecturer Linguistics (English language)	PU6.1	EXT AD/APP/05/03/25	01
Lecturer (Social Work and Social Administration)	PU6.1	EXT AD/APP/05/04/25	01
ADMINISTRATIVE			
Deputy Chief-Procurement & Disposal	PU4	EXT AD/APP/05/05/25	01
Senior Human Resource Officer	PU6.1	EXT AD/APP/05/06/25	01
Senior Legal Officer	PU6.1	EXT AD/APP/05/07/25	01
Assistant Records Officer	PU7	EXT AD/APP/05/08/25	01
Receptionist	PU12	EXT AD/APP/05/09/25	01

A) ACADEMIC POSITIONS

Job Title	Senior Lecturer (Political Science)
Department	Social Sciences
Reports to	Head of Department
Salary Scale	PU5
Age	50 Years of age and below
Terms of Employment	Permanent
NUMBER OF POSTS	01
REF.NO.	EXT AD/APP/05/01/25

Main purpose of the job

To teach, supervise, conduct and promote research studies, disseminate research findings, and participate in community service and leadership roles.

Duties and Responsibilities

The duties and responsibilities shall be to;

- 1) Provide academic leadership and guidance in the department.
- 2) Prepare and deliver lectures to students.
- 3) Set and mark tests and examinations.
- 4) Advise students on their academic performance.
- 5) Conduct seminars and tutorials.
- 6) Participate in curriculum review and development.
- 7) Write competitive fundable research grants.
- 8) Identify and supervise research studies by undergraduate and postgraduate students.
- 9) Mentor academic staff in the department.
- 10) Conduct community engagement activities in the department/Faculty.
- 11) Perform any other official duties assigned from time to time by the supervisor.

Person Specifications

Qualifications

Should possess a;

- i) PhD in Political Science from a recognized awarding Institution.
- ii) Master of Arts; Arts Social Sciences or Public Administration from a recognized awarding Institution.
- iii) Bachelor of Arts Social Sciences (Political Science option) or Public Administration (Political Science option) with a First Class or Second-Class Upper Division, from a recognized awarding institution.

Experience and Competences

Should have;

- a) Teaching experience of five (5) years the level of Lecturer in a higher education institution of learning.
- b) At least three (3) internationally recognised peer-reviewed publications in the field of specialization in the last five years. Must be first author in at least two (2) of the publications, produced since appointment or promotion to the rank of Lecturer.
- c) Supervised at least three (3) Masters Graduate students to completion.

- d) Demonstrated leadership credentials in Higher Education Management. Having been a Head of Department, or Dean is an added advantage.
- e) Demonstrated computer literacy and adequate communication skills are a MUST.
- f) Demonstrated participation in community engagement activities conducted is a MUST.
- g) Implemented a research project(s) as assistant PI or member of a research team, is an added advantage.
- h) Registration with a professional body in the field of specialisation is an added advantage.

Job Title	Lecturer (Educational Technology)
Department	Foundations of Education
Reports to	Head of Department
Salary Scale	PU6.1
Age	50 Years of age and below
Terms of Employment	Permanent
NUMBER OF POSTS	01
REF.NO.	EXT AD/APP/05/02/25

Main purpose of the job

To teach, supervise, conduct and promote research studies, disseminate research findings and participate in community service.

Duties and Responsibilities

The duties and responsibilities shall be to;

- 1) Prepare lecture and conduct lectures to undergraduate and postgraduate students.
- 2) Conduct research and disseminate research findings.
- 3) Supervise students undertaking research.
- 4) Conduct seminars and tutorials
- 5) Set coursework, tests, and examinations according to the University standards.
- 6) Administer coursework, as well as manage and invigilate tests and examinations according to the University standards.
- 7) Mark tests, examination scripts and compile results according to approved grading standards of the University.
- 8) Attend to students' inquiries and academic issues.
- 9) Perform any other official duties assigned from time to time

Person Specifications

Qualifications

Should possess a;

- i) PhD in Education (Educational Technology) from a recognized awarding Institution.

- ii) Master of Education (Educational Technology) from a recognized awarding Institution.
- iii) Bachelor of Arts/Science with Education or Bachelor of Education Secondary, with a First Class or Second-Class Upper Division from a recognized awarding Institution.

Experience and Competences

Should have;

- a) Three (3) years of teaching at the level of Assistant Lecturer in a higher education institution of learning.
- b) At least two (2) publications in the field of specialisation after attainment of a PhD.
- c) Demonstrated computer literacy and adequate communication skills are a MUST.
- d) Implemented research project(s) as assistant PI or member of a research team is an added advantage.
- e) Registration with a professional body in the field of specialisation is an added advantage.

Job Title	Lecturer Linguistics (English Language)
Department	Humanities
Reports to	Head of Department
Salary Scale	PU6.1
Age	50 Years of age and below
Terms of Employment	Permanent
NUMBER OF POSTS	01
REF.NO.	EXT AD/APP/05/03/25

Main purpose of the job

To teach, supervise, conduct and promote research studies, disseminate research findings and participate in community service.

Duties and Responsibilities

The duties and responsibilities shall be to;

- 1) Prepare and conduct lectures to undergraduate and postgraduate students.
- 2) Conduct research and disseminate research findings.
- 3) Supervise students undertaking research.
- 4) Conduct seminars and tutorials.
- 5) Set coursework, tests, and examinations according to the University standards.
- 6) Administer coursework, as well as manage and invigilate tests and examinations according to the University standards.
- 7) Mark tests, examination scripts and compile results according to approved grading standards of the University.
- 8) Attend to students' inquiries and academic issues.
- 9) Perform any other official duties assigned from time to time

Person Specifications

Qualifications

Should possess a;

- i) PhD in Linguistics (English Language) from a recognized awarding Institution.
- ii) Masters in Linguistics (English Language) from a recognized awarding Institution.
- iii) Bachelor of Arts in Languages or Bachelor of Arts with Education (English Language and Literature) First Class or Second-Class Upper Division from a recognized awarding Institution.
- iv) Any other English language proficiency training is an added advantage.

Experience and Competences

Should have;

- a) Three (3) years of teaching at the level of Assistant Lecturer in a higher education institution of learning.
- b) At least two (2) publications in the field of specialisation after attainment of a PhD.
- c) Demonstrated computer literacy and adequate communication skills are a MUST.
- d) Implemented research project(s) as assistant PI or member of a research team is an added advantage.
- e) Registration with a professional body in the field of specialisation is an added advantage.

Job Title	Lecturer (Social Work and Social Administration)
Department	Social Sciences
Reports to	Head of Department
Salary Scale	PU6.1
Age	50 Years of age and below
Terms of Employment	Permanent
NUMBER OF POSTS	01
REF.NO.	EXT AD/APP/05/04/25

Main purpose of the job

To teach, supervise, conduct and promote research studies, disseminate research findings and participate in community service.

Duties and Responsibilities

The duties and responsibilities shall be to;

- 1) Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- 2) Conduct research and disseminate research findings.
- 3) Supervise students undertaking research.

- 4) Conduct seminars and tutorials.
- 5) Set coursework, tests, and examinations according to the University standards.
- 6) Administer coursework, as well as manage and invigilate tests and examinations according to the University standards.
- 7) Mark tests, examination scripts and compile results according to approved grading standards of the University.
- 8) Attend to students' inquiries and academic issues.
- 9) Perform any other official duties assigned from time to time.

Person Specifications

Qualifications

Should possess a;

- i) PhD in Social Work and Social Administration from a recognized awarding Institution.
- ii) Masters of Social Work and Social Administration from a recognized awarding Institution.
- iii) Bachelor of Social Work and Social Administration First Class or Second-Class Upper Division from a recognized awarding Institution.
- iv) Any other training in Social Work is an added advantage.

Experience and Competences

Should have;

- a) Three (3) years of teaching at the level of Assistant Lecturer in a higher education institution of learning.
- b) At least two (2) publications in the field of specialisation after attainment of a PhD.
- c) Demonstrated computer literacy and adequate communication skills are a MUST.
- d) Implemented research project(s) as assistant PI or member of a research team is an added advantage.
- e) Registration with a professional body in the field of specialisation is an added advantage.

B) ADMINISTRATIVE POSITIONS

Job Title	Deputy Chief-Procurement & Disposal
Unit	Procurement & Disposal Unit
Reports to	University Secretary
Salary Scale	PU4
Age	50 years and below
Terms of Employment	Contract
Number of posts	01
Ref.No.	EXT AD/APP/05/05/25

Main purpose of the job

To manage and supervise the procurement and disposal function in the University in accordance with the existing legal and policy frameworks.

Duties and Responsibilities

The duties and responsibilities shall be to;

- 1) Coordinate and manage the procurement of goods, works, consultancy and services for the University.
- 2) Prepare the Procurement and Disposal Plan of the University.
- 3) Prepare periodic reports for the Contracts Committee and Public Procurement and Disposal of Public Assets Authority.
- 4) Ensure conformity with Government Procurement and Disposal regulations.
- 5) Provide timely advice to the Accounting Officer, Contracts Committee and members of the University on all matters pertaining to Procurement and Disposal.
- 6) Oversee the evaluation process of all procurement requirements and recommends the most appropriate Procurement and Disposal procedure / method.
- 7) Implement decisions of the Contracts Committee.
- 8) Oversee the preparation of Local Purchase Orders.
- 9) Perform any other official duties assigned from time to time

Person Specifications

Qualifications

Should possess a;

- i) Master's Degree in either Procurement and Purchasing or Logistics and Supply Chain Management from a recognized Institution.
- ii) Honors' Bachelor's Degree in Supplies Chain Management or Procurement and Logistics or Business Administration or Management (Procurement option) obtained from a recognized Institution of Higher Learning.
- iii) Full professional qualification from a Chartered Institute of Purchasing and Supply (CIPS)
- iv) Should be a member of a recognized professional Procurement or Logistics and Supply Chain management body.

Working experience

Should have at least seven (7) years relevant working experience in procurement, three (3) of which should have been at a Principal Officer level in Government or reputable organization.

Required Competencies

Should have;

- a) Working experience of Electronic Government Procurement (EGP) which will be an added advantage.
- b) Full IT Literacy and being conversant with PPDA Act 2003 and Regulations, as amended and its Guidelines.
- c) In-depth knowledge of the laws governing procurement.
- d) Leadership and Supervisory skills.
- e) Ability to build, lead and work with teams.
- f) Well-developed Communication and Interpersonal relationship skills.
- g) Ability to work extra hours as and when required.

Job Title	Senior Human Resource Officer- Re-advertised
Directorate	Human Resource Management
Reports to	Principal Human Resource Officer
Salary Scale	PU6.1
Age	50 Years of age and below
Terms of Employment	Permanent
Number of posts	01
Ref.No.	EXT AD/APP/05/06/25

Main purpose of the job

To assist the Principal Human Resource Officer in managing, coordinating and enforcing the implementation of Human Resource Policies of the University.

Duties and Responsibilities

The duties and responsibilities shall be to;

- 1) Provide support to the PHRO in the management of Human Resources
- 2) Assist in coordinating the recruitment, selection, induction and placement of staff.
- 3) Participate in the preparation of the Human Resource Budget and Plans for the Directorate.
- 4) Analyse and report on a monthly basis the implementation of the Duty Attendance Register.
- 5) Conduct annual Training Needs Assessment.
- 6) Assist in coordinating the implementation of periodic Performance review and Appraisal System the University;
- 7) Initiate the preparation of the Human Resource Investment and Development Plan.
- 8) Assist in developing the Human Resource Investment and Development plan for the University.
- 9) Generate Human Resource Information for the University.
- 10) Attend to staff with special needs and ensures that they are provided with necessary facilities.
- 11) Assist in conducting exit interviews and issue Certificates of Service to members of staff who retire.
- 12) Assist in the management of salaries, wages and benefits.

- 13) Assist in projecting staffing needs for the University.
- 14) Prepare staff confirmation reports including performance evaluation reports and pre-confirmation appraisals by the Directorate.
- 15) Assist in conducting and preparing background checks reports.
- 16) Perform any other official duties assigned from time to time.

Qualifications

Should possess

- (i) A minimum of an Honour's Bachelor's Degree in Human Resource Management; Organizational or Industrial Psychology; Organizational Development; Social Work and Social Administration; Public Administration and Management (Human Resource option); Business Administration (Human Resource/Management option); Social Sciences with a bias in Human Resource Management; Development Studies (with an additional qualification in Human Resource Management).
- (ii) A Post-graduate Diploma in Human Resource Management from a recognised Institution is a MUST.

Working Experience

- i) Should have at least three (3) years' experience as a Human Resource Officer in a Public Institution or reputable Organisation.
- ii) Working with Government Integrated Financial Management System (IFMS), Human Capital Management System will be an added advantage.

Required Competences

Should have;

- a) Values of the University which include; integrity, confidentiality, Accountability, professionalism.
- b) Excellent communication, leadership, and interpersonal skills.
- c) Proven ability to transfer skills and knowledge to others through formal training and technical support.
- d) Demonstrated Computer Literacy and Presentation skills.
- e) Ability to work independently and as part of a team.

Job Title	Senior Legal Officer
Unit	Legal Services
Reports to	University Secretary
Salary Scale	PU6.1
Age	50 years and Below
Terms of Employment	Permanent
Number of posts	01
Ref.No.	EXT AD/APP/05/07/25

Main purpose of the job

To advise the University Management and Council on all legal matters.

Duties and Responsibilities

The duties and responsibilities shall be to;

- 1) Establish the strategic direction, designs and implementation of policies and procedures for the overall legal function of the University.
- 2) Lead the defence and action of all University legal cases.
- 3) Provide legal expertise to the entire University structure.
- 4) Provide leadership and ensure efficient and effective management of staff and resources in the Legal Unit.
- 5) Plan and direct all aspects of the University's legal affairs and ensures effective execution.
- 6) Review and advise Management on legal implications of internal policies and procedures.
- 7) Review and draft Contracts, Agreements and ensures that they are in compliance with all Statutory or legal requirements.
- 8) Liaise with the External Lawyers, in consultation with the University Secretary on all cases that are referred to them for action.
- 9) Prepare monthly and quarterly reports to Management.
- 10) Liaise with the Faculties, Directorates and Departments of the University to ensure that legal risks are identified and appropriate legal action taken.
- 11) Prepare Departmental work plans and budgets.
- 12) Perform any other official duties assigned from time to time

Person Specifications

Academic Qualifications

- i) Bachelor's Degree in Law (LLB) from a recognized University or Institution of Higher Learning
- ii) Post Graduate Diploma in Legal Practice from Law Development Centre.

Working experience

- i) Should have at least five (5) years relevant working experience, two (2) years of which should be at supervisory level with proven track record in contract negotiation and drafting documents.
- ii) Should be an Advocate of High Court with a valid practicing certificate and ability to synthesize and interpret legal matters, build, lead, and work with teams.

Required Competencies

Should have;

- a) Proven track record of providing accurate and effective legal counsel

- b) In-depth knowledge of Regulatory Frameworks
- c) Leadership and Supervisory skills
- d) Quick judgement and decision making and ability to initiate change.
- e) Excellent skills in Computer literacy and Interpersonal and Communication skills
- f) High integrity with excellent Leadership and People skills.
- g) Computer literacy, with good working knowledge of standard office documentation software and with demonstrable knowledge.

Job Title	Assistant Records Officer
Directorate	Graduate Studies, Research & Innovation/Registry
Reports to	Head of Directorate/Records Officer
Salary Scale	PU7
Age	45 Years of age and below
Terms of Employment	Permanent
Number of posts	01
Ref.No.	EXT AD/APP/05/08/25

Main purpose of the job

To manage records according to established standards and procedures.

Key Duties and Responsibilities

The duties and responsibilities shall be to;

- 1) Organize, sort, describe and retrieve records;
- 2) Receive, deliver and dispatch mails
- 3) Implement records retention and disposal schedules;
- 4) Provide electronic Records Management services;
- 5) Maintain Registry's and Records Centres according to established standards;
- 6) Facilitate access to records; and
- 7) Transfer semi-current records to the Record Centres or Faculties.
- 8) Perform any other official duties assigned from time to time

Person Specification

Qualifications

Should possess a Honours Bachelor's Degree in either Records Management or Library and Information Science from a recognized University or Institution of Higher Learning.

Working Experience

- (i) Should have at least three (3) years' experience as Assistant Records Officer in a Public Institution or reputable organisation.

- (ii) Working with a Public University or Institution of higher learning will be an added advantage.

Required Competencies

Should have;

- a) Records and Information Management
- b) Information Communication Technology
- c) Planning, Organizing and Coordinating
- d) Accountability
- e) Concern for quality and standards
- f) Effective Communication
- g) Ethics and Integrity
- h) Team Work
- i) Time Management

Job Title	Receptionist
Office	Office of the University Secretary
Reports to	Administrative Secretary
Salary Scale	PU12
Age	35 Years of age and below
Terms of Employment	Permanent
Number of posts	01
Ref.No.	EXT AD/APP/05/09/25

Main purpose of the job

To serve as the first point of contact, managing front desk operations, welcoming visitors and supporting administrative functions.

Duties and Responsibilities

The duties and responsibilities shall be to;

- 1) Handle all incoming calls;
- 2) Manage Public requests as appropriate;
- 3) Register and direct visitors to appropriate offices;
- 4) Handle administrative support tasks;
- 5) Maintain a clean and organized front desk area;
- 6) Ensure safety and confidentiality of incoming and outgoing correspondences, documents and office records .
- 7) Perform any other official duties assigned from time to time

Person Specifications

Qualifications

- (i) A Diploma in Office Administration or Secretarial and Office Administration from a recognized Institution of Higher Learning.

- (ii) A Certificate in Customer Care or Front Office/Desk Management; or Leisure and Hospitality Management is a MUST.

Working Experience

- (i) Should have at least three (3) years' experience as a Receptionist or Front Desk/Administrative Assistant in a Public Institution or reputable Organisation.
- (ii) Working with a Public University or Institution of Higher Learning will be an added advantage.

Required Competences

Should possess core Values that includes;

- a) Integrity, Confidentiality, Accountability and Professionalism.
- b) Excellent Communication, Teamwork, Interpersonal skills, Time Management and Customer Care.
- c) Demonstrated Computer Literacy and Presentation skills.
- d) Ability to work independently and as part of a team.

APPLICATION PROCESS

Interested and eligible candidates **MUST ELECTRONICALLY** submit the application documents below **merged as one document** in PDF to **applicationsoct2025@mmu.ac.ug**:

1. Application letter.
2. A detailed up-to-date Curriculum Vitae (CV) containing names and contacts of three (3) credible referees.
3. Certified copies of the relevant academic/professional Transcripts and Certificates.
4. Copies of relevant Appointment and Confirmation letter (s).
5. Copy of a valid National Identity Card or evidence of renewal process
6. Details of the physical address, telephone contact and email address.
7. Any other relevant documentation to support the application.

N.B: Application not in **one PDF file** and those arriving after the closing time and date will not be considered. Details of the job advert can be accessed on the University website: www.mmu.ac.ug.

Applications should be addressed to: -

The University Secretary
Mountains of the Moon University
P. O. Box 837, Lake Saaka Campus
Fort Portal City, Uganda.

The application must be received by 5:00 p.m. on **November 14, 2025**. MMU is an equal opportunity employer, and appointments to all positions are based on merit. **Only shortlisted candidates will be contacted.** Females and persons with disabilities are encouraged to apply.

